

To,

Mr. James Parker
Project Manager
ABC Constructions Pvt. Ltd.
Los Angeles

July 15, 2019

From,

Johnny Fernandez
Senior Manager (Projects)
ABC Constructions Pvt. Ltd.

Sub: Appreciation letter

Dear Mr. Parker,

I am writing this letter to inform you that the project of Kollinwood Home Furnish has been completed successfully under your guidance on time and with accuracy. The project has been delivered successfully without any hassle. I appreciate the work you and your team had done on this project. The client has praised you for being professional throughout and for delivering the project on time.

As a token of appreciation, I offer you a bonus of \$3000. I am hoping you will be working with the same professionalism and enthusiasm for the upcoming projects.

I wish you all the best.

Yours truly,

Johnny Fernandez